

ROUTING AND TRANSMITTAL SLIP

Date 4/10/85

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. ADDA	<i>[Signature]</i>	10 APR 1985
2. DDA	<i>[Signature]</i>	10 APR 1985
3.		
4.		
5. DDA Reg (file)	<i>[Signature]</i>	

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FYI,

EXO TALKED TO AND SUGGESTEDTO D/OIS THAT HE REVIEW THE REASON WHY

QUIT IN 1975 - 76.

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STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO: 1983 O - 381-529 (232)

ROUTING AND TRANSMITTAL SLIP

Date 4/9/85 ✓

TO: (Name, office symbol, room number, building, Agency/Fest)		Initials	Date
1. D/INFORMATION SERVICES			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

#1 - FOR ACTION, IF NECESSARY

(PLS PREPARE RESPONSE FOR DDA'S SIGNATURE IF YOU FEEL ONE IS NECESSARY.)

SUSPENSE: 23 APRIL 1985

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Room No.—Bldg.

Phone No.

RM 41 (Rev. 7-76)

★ GPO : 1983 O - 381-529 (301)

FORM 41 C/F 101-11.886

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS		X		
19	NIO				
20	D/OIS/DA		X		
21					
22					
SUSPENSE		Date			

Remarks To # 6: Direct response if necessary.

Executive Secretary

8 Apr 85

Date

3637 (10 81)

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85-
930/1 STAT

April 2, 1985

DD/A Registry
85-0796/2

William J. Casey
Director of Central Intelligence
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

I am enclosing a copy of my letter to Harry Fitzwater, who so courteously responded to my first letter addressed to you. In nearly five years at CIA, I never got so much attention at such a high level.

My second letter contains a modification of my earlier ideas. I believe that they are aimed at the commitment you made to Congress to reduce the FOIA backlog. As an ex-CIA employee, I am trying to return something to the agency that in retrospect meant so much to me.

Very truly yours,

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enclosure

March 31, 1985

Mr. Harry Fitzwater
Deputy Director for Administration
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Fitzwater:

Your personal and detailed response to my letter is most appreciated. I read your comments carefully and they moved me to modify my original proposal. The following suggestions are more realistic in approach and can be implemented without major shake-ups in personnel.

I may have overstated my case when I suggested using the Office of Central Reference (OCR) as the focal point for FOIA requests. Your letter implies that OCR is located outside CIA. I am sure that this statement was a typographical mistake, although it underscores the enormous untapped potential in OCR to improve FOIA processing. OCR analysts are trained to retrieve and analyze documents from all sources, both classified and unclassified. With one major exception, OCR analysts perform on a daily basis for the intelligence community what people from two or three different offices do for FOIA requesters. (The exception is that OCR analysts cannot declassify information.)

The reality is that control of FOIA processing should remain within the Directorate for Administration. Yet, OCR will still play an important role in the processing of material. The new law, P.L. 97-488, does not exempt Directorate of Operations (DO) and Directorate of Science and Technology (DS&T) documents that are in OCR's files. OCR analysts will have to retrieve those documents in response to FOIA requests. A select group of OCR analysts, two or three at most, could handle the initial response, search and location of relevant documents. The only remaining step is declassification.

Declassification is a more complex matter. As I stated in my first letter, the original classifying authority would still review any documents originating outside of the Directorate for Intelligence. (DI). The special FOIA analysts from OCR would have authority to declassify DI documents only. Even then, an express direction prohibiting declassification except by the

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original classifier would override the special grant of authority. Based on personal experience, I know of at least ten people within OCR who could very capably exercise the special declassification authority.

Your letter indicated that agency regulations and E.O. 12356 prevent someone other than the original classifier from downgrading the information. E.O. 12356 explicitly states this, but does not limit declassification to that official. The precise language of E.O. 12356(3)(b) is worth reviewing:

Information shall be declassified or
downgraded by the official who authorized the
original classification...or officials delegated
such authority by the agency head...

As you can see, an official other than the original classifying authority may declassify documents. This approach would require some revision in agency procedures. Again, only DI documents would be affected. All others would follow the traditional procedure. The only difference is that the special analysts would produce the documents for review by the original classifier. Only two people would be involved for DO and DS& T documents: the special analyst and the original classifier. For DI documents: only the special analyst.

This plan is an innovative, yet cautious method of improving FOIA processing. It is geared to meeting the congressional mandate expressed in section 3(b) of the Central Intelligence Agency Information Act. My proposal simply attempts to translate the impact of the new law into a workable program to expedite FOIA processing. Your comment that FOIA requests constitute only one aspect of public access reflects the need for change. The problems with this one program are overshadowing the importance of the other two, as well as causing inordinate delay.

If I had the time and money, I would gladly come to Washington, D.C., to explain in detail what my proposal can do. In any event you could easily start a pilot program to test my ideas. A small group of analysts could process twenty to thirty FOIA requests over a six month period and the results of their work could be compared to the normal processing routine.

In closing, I plan to send Congressman Gerald K&eczk and Senator William Proxmire a copy of my letters.

Very truly yours,

cc: William J. Casey

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